



Certificate of Completion

State of California Virtual Training Center

Webinar Attendance

The undersigned participant attended a training webinar for California state employees.

Tips and Shortcuts for Microsoft Windows:
Boosting Your Productivity

Type in your Name

Name of Participant

Title of Webinar

1 hour

June 13, 2011

Participant's Signature

Length

Date of Completion

Ronald Yank, Director
California Department of Personnel Administration

Please provide a copy of this completion certificate to your manager or supervisor and your Training Officer